

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
September 20, 2018
City Hall – Public Mtg Rm #3
212 SW 9th Street
1:30 P.M.

The meeting was called to order by Chair Britt Hubbard at 1:30 p.m.

1. ROLL CALL

MEMBERS PRESENT:

James Bearbow, Streets	Marlon Johnson, SWC
Jim Bonnarens, P&R	George Kroboth, SEWTP
Candy Brown, Safety & Risk Officer	Wade Lewis, MPWTP
George Farris, Drainage(arrive 2:02)	Jeffery Mowry, Equip Maint
Bobby Finley, WD	Roy Rodrick, AW
Chew Allen, WWM/WWC	Don Schaefer, Electronics
Britt Hubbard, SSC	Lindsay Tate, Police Tech(arrive 1:58)

MEMBERS ABSENT:

Michael McCollum, Landfill**
Lyna Neal, WWTP*

*excused ** unexcused

OTHERS PRESENT:

Warren Wick, HR Director
Shari Rodrick, Admin. Asst. HR

2. MINUTES

A. Approval of minutes of July 19, 2018
Motion by: Wade Lewis Second by: Bobby Finley
Ayes: All Nays: None Motion Carried.

3. OLD BUSINESS

None

4. NEW BUSINESS

A. OK Work Comp Court's new Reporting Standard

A hand out was given to each Rep in reference to OK Work Comp reporting standards. Candy explained the importance of getting reports submitted within 10 days of incident. If the reports are not submitted we could be charged a fee of \$500.00 for each claim. Candy also talked about the dates that are to be put on reports. If an accident happened today, but not reported for 2 weeks, the reporting date should be listed in the "Date and Time Supervisor Notified" section, on the injury report form. Document everything and take pictures if needed.

B. Injuries and Accidents 4th Quarter of FY17/18

A hand out was given to each Rep in reference to injuries and accidents in 4th Quarter of FY1/18. Britt asked for Reps to ask employees to be mindful of their surroundings, also to have regular meetings in reference to lifting and pulling, etc. Wade asked where the process was of legalities of Personal property and them fixing their curbs so that our employees are not having to pull or push trash dumpsters through holes in concrete, etc. on personal property. Britt stated that would be something that needed to be reported to neighborhood services for them to make contact with owners.

5. COMMUNICATION/DISCUSSION:

There was discussion about the new Medical Marijuana laws going into affect and how it will affect our drug screening. Candy stated medical marijuana will be treated the same as prescription medication is treated in our current drug and alcohol policy, Legal is working on all legalities.

Bearbow brought up certification guidelines on filling propane tanks, that we need at least one person and possibly one for each site that has filling stations. Candy will research the fees for certification and will get back with departments that need them.

Candy stated that we need to make sure all employees are signed up for the Blood Borne/HazCom classes for 2nd Quarter.

Britt told everyone about the High Voltage Electricity class that is coming up at GPTC on 9/25 from 8-4. They have room for 12-20 people. They will have gear to suit up in.

Candy said there will be a class in October about how to recognize signs of drugs and alcohol in the workplace. There was an email sent to Directors to send the Supervisors and anyone that would need to attend this training, such as foreman, etc. Candy will send another email to all Safety Committee members.

6. ADJOURNMENT

A. Motion to adjourn the meeting by: Don Schaefer Second by: Candy Brown

Ayes: All Nays: None

Meeting was adjourned at 2:24 pm

